

Using the Public Drive and the Edgebox

Tech Tuesday

October 7, 2008

Ever want to get a document to the students' computers?
A worksheet, a quiz, etc.

Then how about having the students turn an assignment in to you that was completed on the computer without having to have the students print out a paper copy? Such as a word document, and excel spreadsheet, a powerpoint presentation.

This is all possible.

Here are the step by step directions.

Teacher places document in Public Drive and sets up folder in the Edgebox

1. Open the public drive.
2. Open the folder of your school.
3. Create a new folder, with your name.
4. Drag the document into your folder. Now the document is waiting there for your students to access it.
5. Go back to the Public Drive and Open the Edgebox
6. Click on your School
7. Add a new folder with your name
8. Close the Public Drive

Student retrieves the document

1. Student opens the public drive
2. Student opens the correct school folder
3. Student opens the teacher folder.
4. MOST IMPORTANT STEP: Student drags the document to the computer desktop. DO NOT open a document inside the Public Drive. Always drag it out of the public drive before opening.
5. Student closes the Public Drive
6. Student double clicks on the document from the desktop to open it.
7. Student clicks on file > Save as > adds their name to the front of the file name > Click Save
8. Student completes the assignment
9. Student clicks on File > Save

Student turns assignment in to the teacher

1. After the document has been completed and saved, student should open the public drive.
2. Then open the Edgebox
3. Then open the folder of their school
4. Student then DRAGS the document from the desktop and lays it on top of their teacher's folder, lets go of the mouse. A copy of the document is added to the teacher's folder inside the Edgebox.

Teacher retrieves the students' assignments.

Think, usually the students hand in their assignments, teacher then carries a stack of papers home to grade. So how do we get to these assignments?

1. In finder, go to File > New Folder
2. This will add an empty folder to your desktop.
3. Name the folder, (ex. StoryResponseOct7)
4. Now open the Public Drive and then the Edgebox, and your folder (Just a note here, you can open your folder from your computer, but students cannot open your folder, that is why they lay the assignment on the folder)
5. Once you are in your folder, click on the first assignment, Hold the shift key down and click on the last assignment. All assignments will now be highlighted.
6. Click anywhere on the highlighted assignments and drag them to the folder you created on your desktop.
7. Go back and delete the assignments in your folder on the Edgebox. This way it will be empty for the next class or next assignment.
8. Instead of a pile of papers, you now have a folder full of digital assignments that you can grade at home without carrying home a stack of papers.

Pretty Easy, Right?

Questions?